



BILLING CODE: 7515-01U

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NARA-2017-044

Records Schedules; Availability and Request for Comments

AGENCY: National Archives and Records Administration (NARA)

ACTION: Notice of availability of proposed records schedules; request for comments

SUMMARY: The National Archives and Records Administration (NARA) publishes notice at least once monthly of certain Federal agency requests for records disposition authority (records schedules). Once approved by NARA, records schedules provide mandatory instructions on what happens to records when agencies no longer need them for current Government business. The records schedules authorize agencies to preserve records of continuing value in the National Archives of the United States and to destroy, after a specified period, records lacking administrative, legal, research, or other value. NARA publishes notice in the Federal Register for records schedules in which agencies propose to destroy records they no longer need to conduct agency business. NARA invites public comments on such records schedules.

DATES: NARA must receive requests for copies in writing by [INSERT DATE 30 DAYS FROM PUBLICATION IN THE FEDERAL REGISTER]. Once NARA finishes appraising the records, we will send you a copy of the schedule you requested. We usually prepare appraisal memoranda that contain additional information concerning the records covered by a proposed schedule. You may also request these. If you do, we will also provide them once we have completed the appraisal. You have 30 days after we send to you these requested documents in which to submit comments.

ADDRESSES: You may request a copy of any records schedule identified in this notice by contacting Records Appraisal and Agency Assistance (ACRA) using one of the following means:

Mail: NARA (ACRA); 8601 Adelphi Road; College Park, MD 20740-6001

Email: request.schedule@nara.gov

FAX: 301-837-3698

You must cite the control number, which appears in parentheses after the name of the agency that submitted the schedule, and a mailing address. If you would like an appraisal report, please include that in your request.

FOR FURTHER INFORMATION CONTACT: Margaret Hawkins, Director, by mail at Records Appraisal and Agency Assistance (ACRA); National Archives and Records Administration; 8601 Adelphi Road; College Park, MD 20740-6001, by phone at 301-837-1799, or by email at request.schedule@nara.gov.

SUPPLEMENTARY INFORMATION: NARA publishes notice in the Federal Register for records schedules they no longer need to conduct agency business. NARA invites public comments on such records schedules, as required by 44 U.S.C. § 3303a(a).

Each year, Federal agencies create billions of records on paper, film, magnetic tape, and other media. To control this accumulation, agency records managers prepare schedules proposing records retention periods and submit these schedules for NARA's approval. These schedules provide for timely transfer into the National Archives of historically valuable records and authorize the agency to dispose of all other records after the agency no longer needs them to conduct its business. Some schedules are comprehensive and cover all the records of an agency or one of its major subdivisions.

Most schedules, however, cover records of only one office or program or a few series of records. Many of these update previously approved schedules, and some include records proposed as permanent.

The schedules listed in this notice are media neutral unless otherwise specified. An item in a schedule is media neutral when an agency may apply the disposition instructions to records regardless of the medium in which it creates or maintains the records. Items included in schedules submitted to NARA on or after December 17, 2007, are media neutral unless the item is expressly limited to a specific medium. (See 36 CFR 1225.12(e).)

Agencies may not destroy Federal records without Archivist of the United States' approval. The Archivist approves destruction only after thoroughly considering the records' administrative use by the agency of origin, the rights of the Government and of private people directly affected by the Government's activities, and whether or not the records have historical or other value.

In addition to identifying the Federal agencies and any subdivisions requesting disposition authority, this notice lists the organizational unit(s) accumulating the records (or notes that the schedule has agency-wide applicability when schedules cover records that may be accumulated throughout an agency); provides the control number assigned to each schedule, the total number of schedule items, and the number of temporary items (the records proposed for destruction); and includes a brief description of the temporary records. The records schedule itself contains a full description of the records at the file unit level as well as their disposition. If NARA staff has prepared an appraisal memorandum for the schedule, it also includes information about the records. You may request additional information about the disposition process at the addresses above.

SCHEDULES PENDING:

1. Department of Agriculture, Commodity Credit Corporation (DAA-0161-2017-0005, 1 item, 1 temporary item). Master file of an electronic information system used to formulate the agency's budget.

2. Department of Agriculture, Farm Service Agency (DAA-0145-2017-0017, 2 items, 2 temporary items). Records related to social media applications, including web publishing, social networking, and media sharing.

3. Department of Agriculture, Farm Service Agency (DAA-0145-2017-0018, 11 items, 11 temporary items). Records related to electronic information systems containing administrative and financial data regarding the Common Farm, Advisory Services, and Subsidy and Production programs, as well as aerial photography requirements, geographic information systems, cotton management, farm loans, service operations, and conservation.

4. Department of Agriculture, Forest Service (DAA-0095-2017-0001, 2 items, 1 temporary item). Records related to the National Environmental Policy Act, including project files, decision memos, mitigation action plans, cost analysis benefit reports, feasibility studies, and public and external agency correspondence. Proposed for permanent retention are environmental impact statements.

5. Department of Agriculture, Office of the Secretary (DAA-0016-2017-0001, 1 item, 1 temporary item). Records related to social media applications, including web publishing, social networking, and media sharing.

6. Department of the Army, Agency-wide (DAA-AU-2016-0006, 1 item, 1 temporary item). Master files of an electronic information system relating to medical voucher management.

7. Department of the Army, Agency-wide (DAA-AU-2016-0049, 1 item, 1 temporary item). Master files of an electronic information system that contains payment tracking data.

8. Department of Commerce, Office of the Inspector General (DAA-0040-2016-0001, 3 items, 3 temporary items). Routine documents of audits conducted by the Office of the Inspector General. Included are quality reviews, inspection and program evaluation reports, and working papers.

9. Department of Energy, Office of Energy Efficiency and Renewable Energy (DAA-0434-2017-0007, 2 items, 2 temporary items). Records relating to the development of energy efficient vehicles including rule-making supporting files and fleet coverage investigations.

10. Department of Energy, Office of Health, Environment, Safety and Security (DAA-0434-2017-0003, 2 items, 2 temporary items). Records relating to tracking employee compensation claims and related supporting documents.

11. Department of Homeland Security, United States Citizenship and Immigration Services (DAA-0566-2017-0017, 1 item, 1 temporary item). Master files of an electronic information system used to process and adjudicate applications associated with naturalization and/or citizenship benefits.

12. Department of Homeland Security, U.S. Coast Guard (DAA-0026-2016-0001, 4 items, 3 temporary items). Records related to funding of responses to oil and hazardous

material spills, including financial files, vessel certification files, and case files on spills not deemed significant. Proposed for permanent retention are significant case files.

13. Department of Homeland Security, U.S. Secret Service (DAA-0087-2017-0002, 1 item, 1 temporary item). Records of an electronic system that automates routing and implementation of suggestions for improving agency operations.

14. Department of the Interior, U.S. Geological Survey (DAA-0057-2017-0001, 1 item, 1 temporary item). Copies of records derived from technology satellites.

15. Department of the Navy, Agency-wide (DAA-0428-2017-0001, 3 items, 3 temporary items). Records related to contractual, environmental, and civil case files.

16. Department of Transportation, Federal Motor Carrier Safety Administration (DAA-0557-2015-0006, 1 item, 1 temporary item). Master files of an electronic information system relating to receiving and responding to customer inquiries and self-service functions.

17. National Aeronautics and Space Administration, Agency-wide (DAA-0255-2017-0007, 3 items, 2 temporary items). Routine photographs, still pictures, and moving imagery of training classes, meetings, and employee events and activities. Proposed for permanent retention are noteworthy still pictures and moving imagery of significant agency subjects and activities.

18. National Aeronautics and Space Administration, Agency-wide (DAA-0255-2017-0009, 1 item, 1 temporary item). Routine documents of visitors who use the agency's health and first aid facilities.

19. Nuclear Regulatory Commission, Agency-wide (DAA-0431-2013-0001, 3 items, 3 temporary items). Records relating to hearings, including transcripts and supporting materials generated by the adjudicatory process.

20. Securities and Exchange Commission, Agency-wide (DAA-0266-2017-0008, 1 item, 1 temporary item). Copies of employee newsletters published by divisions and offices within the agency.

21. Securities and Exchange Commission, Agency-wide (DAA-0266-2017-0010, 1 item, 1 temporary item). Records of content on the agency's public website.

Laurence Brewer

Chief Records Officer for the U.S. Government

[FR Doc. 2017-11092 Filed: 5/26/2017 8:45 am; Publication Date: 5/30/2017]